
EXECUTIVE COMMITTEE MEETING
Department of Workforce Services
1385 South State Street, Salt Lake City, Utah
Monthly Meeting Minutes
Thursday, January 5, 2006
12:00 p.m.

Presiding: Greg Diven, Chair

Present: Charles Daud, Edith Fauver, Norman Fitzgerald, Commissioner
Colleen Johnson, Jill Merritt, Jon Pierpont, Kevin Schofield,
Kerry Steadman, Karen Silver

Excused: Councilman Jim Bradley, Jennifer Carroll, Paul Jackson, Linda Fife,
Senator Brent Goodfellow, Steven Rosenbert, M. Ali Wilkinson

Staff: Diane Lovell, Laurel Morris, Mary Peterson

Welcome & Announcements

Chairman Greg Diven began the meeting by noting that the number four news story out of the top ten for 2005 was the great job the State of Utah did in assisting the Katrina victims. A special thank you was extended to Jon Pierpont and his staff that were involved and the fabulous job done. Mr. Diven said that this type of effort is what Utah is all about!

Mr. Diven provided an update on the Annual Retreat which is scheduled for April 27, 2006. The keynote speaker will be Quinn McKay and the event will be held at the One Utah Center located at 2nd South and Main, 24th floor. He noted that it is not too early to RSVP to Diane Lovell.

A membership summary was discussed. Two vacancies are about to be filled which include:

- Ben Graham, Training Director from Staker & Parsons. Mr. Graham attended the November 17th meeting and the Council will take action on his application this month.
- In December the possibility was discussed of Manpower, Inc. being involved in Council and we have Susan Smith's application. Ms. Smith is Vice President of Manpower and has been active with our Roundtable efforts. We need to have a formal recommendation to the Regional Council.
- Jennifer Carroll, formally Human Resource Manager for Nicholas Foods has a new job with EG&G. Her new company would like to participate on the Council and Ms. Carroll is interested in maintaining her membership. EG&G manufactures materials for the Department of Defense (Chemical Burners) and this company participated on the Manufacturing Roundtable.
Should Nicholas & Company want to continue with Council, once another large employer opening is available we will contact them.
- Bev Graham has been reassigned by the Department of Health and is now the Eligibility Manager for North Region. Her replacement is Aida Castrillo and Ms. Castrillo will attend the January Council meeting.

- A mini orientation for new members will be held immediately before the January 26th Regional Council meeting. Mr. Diven extended an open invitation to anyone interested in attending.
- Greg Diven noted that the new members on Council will need to be assigned to committees and he urged each committee chair to talk to these individuals and help get them involved.

Regional Director's Remarks & Legislative Update

Jon Pierpont provided an update on several action items from the last Executive Committee meeting, which included:

1. The Somali/Bantu issue in the community:
 - Jon Pierpont met with Laura Durante, Executive Director for the Somali/Bantu Association and Michael Styles, Director for the Office of Black Affairs. Each took assignments from the meeting and will reconvene at a later date for follow-up.
 - Salt Lake City and Minneapolis are the two cities where the Somali/Bantu are being relocated. Salt Lake currently has 500 Somali/Bantu immigrants. Minneapolis has helped them to assimilate into the community and Mr. Pierpont will talk with them regarding how and what they did.
 - There is a need for understanding issues for this particular population and why they are struggling to assimilate. There is no written language and the instructors cannot teach because of the language barrier. There are also mental health issues and no translators to work with them. It was agreed to work with leaders from tribes and determine the categories they fit in and start to develop strategies.
 - The State Department announces a list of refugees each year that are scheduled to enter into the United States. Each local agency presents their plans to the State Department regarding how many immigrants can be accommodated; however localities are at the mercy of the State Department in terms of the number of immigrants that are ultimately sent to any jurisdiction (Salt Lake City).

Norm Fitzgerald noted that quite a number are being trained with the LDS Humanitarian Center and it is a challenge even having interpreters at times. He suggested that this may be a contact to help in developing strategies. Karen Silver indicated that the Intercity Mission Project is also trying to work with this population.

Jon Pierpont indicated that the mainstream programs do not fit with this population and it will be necessary to help develop creative ways to help support them in assimilating. He reported that he is trying to contact entities that have provided services to Russian, Bosnian and Cambodian immigrants regarding "best practices" to share with Ms. Durante.

2. Bird Flu Pandemic Update

- Jon Pierpont reported that Diane Lovell sent information regarding the other regions to Dr. Rolfs so he can meet with them and share preparedness materials on the Possible Bird Flu Pandemic.
3. Follow-up on how the Department of Workforce Service fared in the Governors budget.
- Jon Pierpont provided a handout outlining the Proposed Legislation and Appropriation Requests. The Governor supported all the Department's budget requests.

Mr. Pierpont reported that Central Region may receive up to \$100,000 in additional youth funds from other regions that may not be able to spend all of their dollars. More information will be forthcoming.

Committee Reports & Strategic Plan Updates

Basic Needs - Karen Silver reported that CAP continues to support immigrant populations.

Edith Fauver noted that the Older Worker Protocol & Immigrants have a final draft of literature ready that will help a large segment of the population who bring the elderly to the United States to assist with childcare. Ms. Fauver will bring a copy of this final draft to the next meeting.

In addition, the Department of Workforce Services published a brochure with information for older workers. Ms. Fauver will bring a copy of this publication to the next meeting. Ms. Fauver also noted that the DWS website is also an excellent resource.

Facilities – Norm Fitzgerald reported that he has had little or no contact since the change in DWS administrative staff. Mr. Fitzgerald stated that prior to the DWS reorganization, the Facilities Committee got together and had input. Jon Pierpont responded that he would be sure to get the new facility contact person engaged with the Facilities committee, once the new individual is hired.

Mr. Fitzgerald then noted that based on the information he has regarding local concerns, that the northwest and southwest areas of the County along with Toole were priorities. These needs have been presented at the state level and Mr. Fitzgerald would like feedback regarding current DWS facility plans so that if, “as a Council we do not agree we can have some input and this can be noted.” Jon Pierpont will follow-up on the Facility Committee concerns.

Chairman Diven asked about the bus stop for West Valley City and there was no news to report. Laurel Morris commented that the bus stops are based on riders and this stop did not meet the UTA criteria. It was also noted that a public hearing on the routes will be held on January 12, 2006 from 5-7:00 pm. Karen Silver will email Diane Lovell with this information for distribution.

Marketing – Jill Merritt reported that the Marketing Committee will continue to redefine goals and to support roundtables. The Marketing Committee will also assist the Executive Committee in planning the upcoming Council Retreat. Ms. Merritt indicated that one of the goals is the Bird Flu Pandemic employer awareness campaign.

Youth Council – In Paul Jackson's and Ali Wilkinson's absence, Chairman Diven asked Diane Lovell to provide an update on the Youth Council. Ms. Lovell reported that on December 1st the Youth Council spent four hours working on goals and strategic planning. Four sub-committees were formed focusing on alternative education, building new partnerships, contract compliance and business involvement. A summary of the Youth Council's progress to date and agreed upon action steps will be included in the January Council Agenda packets.

Training & Development - Diane Lovell announced that at the next Council meeting, two new provider applications will be reviewed. Also, the Council will be updated regarding the "centralization" of the provider application process at the state level.

Mr. Diven referred to the year-to-date 2006 Strategic Plan provided in each packet and noted that completed action items were highlighted in the far right column.

Worksite Learning Challenge to Council Members

Greg Diven reiterated the challenge for Council members contact two employers each in an effort to help develop worksites for On the Job Training and Unpaid Internships. Packets developed by Laurel Morris and Diane Lovell have been provided to most members and include 3 packets each – one for members and two for worksite employers.

Jill Merritt indicated that she will be working with SHRM as the Director of Workforce Readiness. She will be meeting at the end of January with a large group of individuals from around the state and will pass out these packets at this time. Laurel Morris volunteered to have someone from Business Services come and speak to this group if needed.

Executive Roundtable – Automotive Update

Chairman Diven reported on the positive outcomes from the Automotive Roundtables. On February 2nd, a noon conference call is scheduled to review progress. There has been a real commitment to work together to develop a new curriculum before fall. An Executive Roundtable meeting follows the Executive Committee meeting and the next industry target scheduled for discussion is Construction.

Possible Bird Flu Pandemic Update

State Epidemiologist, Dr. Robert Rolfs attended the December 5, 2005 meeting and presented the Department of Health's interest in assisting employers and the community prepare for a possible pandemic. He shared a Health & Human Services checklist for businesses to use as a tool when planning for influenza pandemics and other possible natural disasters.

Darin Jones, President-Elect for SHRM/Westminster College will send a copy of the checklist to the SHRM membership and an article will also be written in the SHRM newsletter.

An article from the January 2nd Deseret Morning News regarding the bird flu was circulated at the meeting. Chairman Diven noted that we want to do what we can to be prepared should this type of pandemic ever occur.

Agenda Setting – January 26, 2006 Regional Council Meeting

Mr. Diven noted information scheduled for the agenda of the January 26, 2006 Regional Council Meeting:

- Ratification of November 17, 2005 Action Items (no quorum was available)
- Membership applications
- Training Provider Applications & New Review Process (Centralization)
- Legislative Update (including information from Mike Richardson)
- Worksite Learning Challenge
- Roundtable Update
- Regional Director's Report

It was also suggested that a Veterans Update be scheduled. In addition, a copy of a current Annual Agenda Calendar and Meeting Schedule for 2006 was provided in packets.

Old Business There was no old business to discuss.

New Business

Karen Silver shared a success story. She was at her help desk in December and a man came up to her and said "Laura Lee at your agency changed my life." She referred him to a possible job lead through UTA and he is now in training to be a bus driver. The reason Laura Lee was able to refer to the UTA jobs was because Nancy Malecker, who is involved on the Basic Needs Committee, decided it would be a good idea to get UTA job announcements out to all community based organizations. As a result of Ms. Malecker's efforts the gentleman found a job!

Edie Fauver noted that the first class from the Ready to Work program graduated mid December and four from this class have found jobs.

Laurel Morris noted that on Wednesday, January 18, 2006 a seminar on Interviewing and Hiring Smart will be held. Also, the next Job Fair is scheduled for February 23, 2006. More information will follow.

Public Comment

There was no public comment.

The meeting was adjourned at 1:20 pm.

